

New Castle City Planning Commission Parking Study Sub-Committee Meeting
January 22, 2013 – 4 p.m.
City of New Castle Town Hall

Members Present: Joanne Viola, Chair
Andrew Hayes
Jonathan Justice
Gail Seitz
Janet Wurtzel

Members Absent: Susan Marinelli
William Simpson

Also Present: Heather Dunigan, WILMAPCO

The meeting was called to order by Mrs. Viola at 4:05 p.m. Roll call followed.

A motion was made and seconded to approve the minutes of 11/20/12. Motion carried.

Communications – Mike Alfree sent an article about parking permits in Albany, New York that can be used as a reference. Former City Councilman Genevieve Miller was tasked to look at parking permits in the early 1990s and offered the information to this subcommittee, and has been invited to attend meetings.

Mayor Reese gave Dr. Viola a 2007 traffic survey (intersections in town and traffic flow) done by DelDOT. A copy of the survey was given to Mr. Hayes.

Received an email from Kathleen MacDonough, Executive Secretary for the Trustees of the New Castle Common about her observations of traffic outside the Trustees office. Dr. Viola spoke with Kim Burgmuller about handicapped parking, the need for it and the process for residents to obtain a tag/sticker.

Old Business

Parking Survey Update – Ms. Dunigan distributed a summary of online survey responses to date (approx. 100). About 200 paper survey responses have been received. This represents approximately one-third of the residents responding. Responses are split between people with off street parking and those who do not. It would be helpful to have a resource showing designated neighborhoods and streets and what neighborhoods they are in. Mr. Justice informed that the Planning Commission is starting to work on identifying neighborhoods in the City.

Almost half of visitors to the historic area walk to get there. Signage is a huge concern. There is interest in parking permits. Walking to and from parking lots and maintenance of those lots are important.

Taking the paper survey to area businesses, churches, Senior Center and museums was revisited. Employees would be asked to complete a survey, which is still available online. Ms. Seitz will assist Dr. Viola in compiling a list of businesses and the like to contact about the survey.

Parking Inventory – Mr. Hayes is updating the spreadsheet. Parking demand is determined by land use (single-family, apartment). The City Code speaks to the number of cars associated with residential dwellings and off-street parking regulations.

Public parking on West Third Street between the Sailing Club (29 spaces plus two handicap spaces) and South Street and the parking lot near the tennis courts (21 spaces) are part of the inventory. Restricted parking near the wharf (15 parking spaces plus four handicapped spaces) is also included.

Tally of on street parking and public parking lots was discussed. Another “walk around” is needed to look at private parking again and clarify areas where it is unknown whether the parking is private or public.

A parking usage survey was discussed using a time frame of more typical parking needs (evenings and weekends) and perhaps weekend mornings near the tennis courts and Battery Park. The survey was proposed for May or June. Wait for the inventory results to be finalized before doing the parking usage survey.

Way Finding/Signage Grant Update – There is a meeting the morning of 1/23/13 that Dr. Viola will attend representing this subcommittee.

Determine Outline of Issues to Present to Planning Commission – Some City signage is confusing with regard to curb painting while other problematic signage issues were noted. Dr. Viola will email a draft of issues from the parking inventory to subcommittee members for comment before submitting to the Planning Commission. She suggested the subcommittee also research enforcement (i.e.-Code Enforcement). Ms. Wurtzel was concerned with better identification on what the subcommittee is being tasked to do. Mr. Justice suggested that being unclear on guidance allows the subcommittee to forge its own path. Issues not raised in the survey that we believe are important could be added. Ms. Dunigan will provide a summary of survey results so the subcommittee can prepare a report to present to Planning Commission in March.

Mr. Justice will prepare a summary of tonight’s meeting for the Planning Commission meeting on 9/28/13.

The process for communicating the subcommittee’s progress was raised. After discussion it was decided to report to the Planning Commission and submit to the *New Castle Weekly* after that meeting. Ms. Wurtzel will submit to the newspaper.

Next Meeting – The next subcommittee meeting scheduled for Tuesday, 2/19/13, 4 p.m.

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There being no further business to discuss the meeting was adjourned at 5:24 p.m.

Respectfully submitted,

Debbie Turner
Stenographer

(Stenographer not present at meeting; minutes prepared from recording.)